



Senior Information Technology Specialist (Applications Software) Vacancy Announcement

Federal Election Commission

ANNOUNCEMENT NUMBER: 07-015

OPENING DATE: December 14 , 2006

CLOSING DATE: January 15, 2007

TITLE, SERIES, AND GRADE Senior Information Technology Specialist (APPSW) GS-2210-13, Permanent, Full-Time Salary \$77,353 to \$100,554 per annum Full Performance Level: GS-13	VACANCY LOCATION Federal Election Commission Information Technology Division Washington, DC
WHO MAY APPLY: All qualified applicants within the area of consideration.	AREA OF CONSIDERATION: U.S. Citizens

THE FEDERAL ELECTION COMMISSION IS AN EXCEPTED SERVICE AGENCY

ABOUT THE FEC

The mission of the Federal Election Commission (FEC) is to ensure that the campaign finance process is fully disclosed and that all federal campaign finance laws and FEC regulations are effectively and fairly enforced. The FEC fulfills its mission through education and outreach, conciliation, rulemaking, Advisory Opinions, and litigation.

While the FEC is an independent regulatory agency, we are committed to modeling the best public and private sector practices. We are actively engaged in reaching out to various entities as we identify benchmarks for our future state. We are refining our structure, revising internal processes, and identifying automation enhancements to improve internal and external responsiveness. We are committed to ensuring that our human capital management processes make us an employer of choice, both within and outside of the public sector. Additionally, we are committed to ensuring that our annual information technology budget goes toward significantly improving our ability to serve citizens and that our systems are secure. And, finally, we are committed to ensuring that performance is routinely considered in management decisions and that programs achieve expected results and work toward continual improvement. In short, we are committed to a deliberate approach to using resources to achieve intended goals while holding managers accountable for achieving results.

The six Commissioners, no more than three of whom may represent the same political party, are appointed by the President and confirmed by the Senate. The Commissioners serve full time and are responsible for administering and enforcing the Federal Election Campaign Act. They generally meet twice a week, once in closed session to discuss matters that, by law, must remain confidential, and once in a meeting open to the public. At these meetings, they formulate policy and vote on significant legal and administrative matters. The Chairmanship rotates each year among the members, and generally alternates between the two political parties.

The FEC has approximately 400 employees and an annual budget of approximately \$60 million.

DUTIES AND RESPONSIBILITIES

The incumbent is a Senior Information Technology Applications Software Specialist and Systems Administrator and provides direct assistance and support for the applications software specialty areas essential to the Information Technology activities of the Federal Election Commission. The incumbent provides technical support to agency users and performs in-depth analysis on existing and proposed systems to determine the appropriateness of incorporating new features, database requirements, conversion requirements, and application programs functional design specifications resulting in increased effectiveness of assigned systems. The incumbent performs work to analyze and refine systems requirements, translate systems requirements into applications prototypes, and plan and design systems architecture.

QUALIFICATIONS CRITERIA

Applicants must possess one full year of specialized experience equivalent to the GS-12 grade level in the federal government to qualify for GS-13. Specialized experience is experience that has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of this position.

Time-in-Grade Requirement: For GS-13, one full year at least equivalent to the GS-12 level.

U.S. Citizenship is required.

Failure to meet these basic qualification requirements automatically disqualifies an applicant.

KNOWLEDGE, SKILLS AND ABILITIES (KSAS):

The following factors will be used to determine the best-qualified candidates. Applicants should address these factors in their resume, cover letter, or attached narrative and clearly describe how their experience, education and training related to them. The agency is looking for applicants with “hands on”, demonstrated experience in these areas.

1. Demonstrated knowledge and experience of server side web based application design and development experience, specialized on programming knowledge of Java, J2EE, ASP, C#.Net, XML, HTML, CSS, and JavaScript.
2. Demonstrated knowledge of and experience in database design and programming experience with Oracle 9x and 10g and in-depth knowledge of SQL, PL/SQL development and SQL tuning.
3. Demonstrated knowledge of and experience in data warehouse and ad hoc report development (Crystal report or Microstrategy is preferable).
4. Demonstrated knowledge of and experience of providing superior customer support, managing and resolving service requests for supported applications.
5. Demonstrated knowledge of and experience applying formal SDLC release management and configuration management principles to ensure the stability of the production environment.
6. Demonstrated knowledge and experience of Apache Tomcat and IIS.Net web/application servers administration and development.

HOW YOU WILL BE EVALUATED

All required application materials will be reviewed to determine if applicants meet the mandatory qualification requirements. Qualification and experience determinations will be based only on the information supplied by the applicant.

The best-qualified candidates for this position will be distinguished from other applicants by an evaluation committee to determine the degree to which qualification requirements are met. Applicants should provide specific evidence of possession of the Selective Placement Factor and the Knowledge, Skills, and Abilities (KSAs), as outlined above, to assist the evaluation committee in determining the best-qualified candidates that will be considered for final selection.

Applicants may be requested to furnish written references from individuals familiar with his/her qualifications.

CONDITIONS OF EMPLOYMENT

The position is included in the bargaining unit. This is a permanent full-time position in the Excepted Service and does not confer Federal competitive status.

All standard government benefits program apply. The position is eligible for health and life insurance, annual (vacation), sick leave, transportation subsidy, Thrift Savings Plan (401-k) for government employees, and, unless currently or previously covered by the Civil Service Retirement System (CSRS), will be covered under the Federal Employees Retirement System (FERS).

Relocation expenses will not be paid.

Selectee may be required to complete Form I-9 per the Immigration and Control Act, the Declaration for Federal Employment, OF-306, and applicable background investigation forms.

FEC work areas are smoke-free.

HOW AND WHERE TO APPLY

All applicants must submit the following materials by the closing date of the announcement. Applications received after the closing date of the announcement will not be considered.

1. Use one of the following: a resume; or Optional Application for Federal Employment Form (OF-612); or Application for Federal Employment (SF-171); or any other type-written format. Whichever version is used must include the following:
 - a. Vacancy Announcement Number and Position Title
 - b. Your full name, social security number, day and evening phone numbers, mailing address, country of citizenship. If applicable, reinstatement eligibility to Federal service and highest Federal civilian grade ever held on a permanent basis.
 - c. Name, city and state of high schools and colleges/universities attended with date(s) of diploma. For college include majors, and type and date of degree(s).
 - d. Job titles, salaries, employers' names and addresses, supervisors' names and phone numbers (indicate if we may contact your current and former supervisors), starting and ending dates and hours per week of unpaid or non-paid work experience that relates to this vacancy.
 - e. Job-related training courses, special skills, certificates and licenses, honors, awards and publications.
2. Narrative statement that addresses each Knowledge, Skill, and Ability.
3. Former and Current Federal competitive service employees must submit a Standard Form 50 (Notification of Personnel Action) that verifies their career status.

4. A current performance appraisal dated within 18 months or an explanation as to why one is not available.

PLEASE SEND YOUR APPLICATION PACKAGE TO:

Applicants may apply by using email. The email address for this announcement is fecjobs@fec.gov. The subject line must contain the announcement number and the applicant's name. You should fax supplemental information ONLY (include your name and announcement number) to 202-219-3588.

Applications/resumes submitted via mail must be received in the FEC HR Office by the closing date of the announcement. Applications received after the closing date of the announcement will not be considered. We recommend using a courier or registered mail service, and applicants are strongly encouraged to either apply online or via email. The mailing address for packages is:

Federal Election Commission
Attn: Sonja Tomlinson
999 E Street NW, Suite 500
Washington DC 20463

For additional information, call Sonja Tomlinson at 202-694-1080 or send inquiry to stomlinson@fec.gov.

The FEC is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, national origin, religion, gender, age, marital status, sexual orientation, physical disability, lawful political affiliation, or labor organization affiliation or non-affiliation. The FEC provides reasonable accommodations to applicants with disabilities.